



North Carolina Department of Cultural Resources
CERTIFICATION OF THE PREPARATION OF RECORDS FOR MICROFILMING

Name of the county, municipality, or other public body that produced these records:

Examples: [City of Raleigh] [Martin County] [Triangle Transit Authority] [High Country Council of Governments]

Name of the board, council, department, or agency:

Examples: [City Council] [Board of Commissioners] [ABC Commission] [Board of Delegates]

The records included with this form are:

- | | |
|--|--|
| <input type="checkbox"/> Minutes | <input type="checkbox"/> Attachments or Exhibits |
| <input type="checkbox"/> Ordinances (maintained in a separate book) | <input type="checkbox"/> Indexes |
| <input type="checkbox"/> Resolutions (maintained in a separate book) | <input type="checkbox"/> Other: _____ |

Exact first and last dates of the records:

Examples: [10/2/1998 – 12/23/2002] [10/2/1998 – 12/23/2002, in reverse order]

NOTE: Please describe any irregularities (e.g. missing minutes, infrequent meetings) in a separate letter.

Volume and page numbers included:

Examples: [v. 112 (p. 258-492) – 113 (p. 1-122)] [Books 23-27] [Pages 11873 – 13982] [v. 43, continuous]

The last volume listed is complete:

☐ Yes ☐ No

Do you want to purchase a copy of the film when it is completed?

☐ Yes ☐ No

Do you want to be informed when this shipment is received?

☐ Yes ☐ No

Do you want to be informed when the microfilming has been completed?

☐ Yes ☐ No

I understand that there is a charge for this service: _____

This serves to certify that the photocopies of minutes attached have been examined for accuracy and completeness. This also certifies that the enclosed records have been prepared according to procedures established by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch.

It is understood and agreed that these records will be microfilmed in the exact order in which they are being remitted and received by the Government Records Branch. The branch is waived of the responsibility of verifying that the records being remitted are accurate and complete.

Contact person's name

Date sent

Contact person's email address

Contact person's phone number

ARCHIVES AND RECORDS SECTION — GOVERNMENT RECORDS BRANCH

<http://www.ah.dcr.state.nc.us/records/>

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State Courier 51-81-20

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